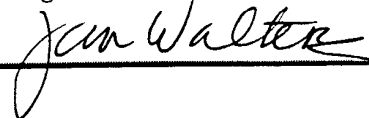


Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: 301 Virginia Dept of Agriculture and Consumer Services	4. Point of Contact: Jan Walters
2. Database Title: Consolidated Commodities Inspection Field Office Application	5. Phone Number: 804-371-8455
3. Database Acronym: COMSRV	6. Signature & Date: 6/16/2000 

7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i> This application maintains information concerning Commodity Inspections and Certificates services, as well as the Billing data for those services, for six field offices within the Commodity Services section of the Division of Marketing. It also maintains Employee/Payroll information for those offices. It was written to accommodate the computer functions that were managed in the inspection field offices as individual applications in varied types of software. It maintains applicant, inspection, certificate, employee and payroll information. <i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
8. Date of Last Update: June 15, 2000	9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other: <input type="checkbox"/>
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. Format magnetic media and/or hard copies	b. Cost Cost will be for time and materials required to furnish requested information.

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000
(Attn: Mary Clark).

(January 2000).